



Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA 01430
P: (978) 827-4115
F: (978) 827-4116
stevensmemoriallibrary@gmail.com

ATTENDEES:

Chairman Ed Vitone, Vice Chairman Margaret Donovan; Treasurer Paula St.Laurent Kuehl; Secretary Maggie Whitney and Candace Wright.

ABSENT:

Paula Dowd.

GUESTS:

No guests attended.

PRESS:

No press attended.

CALL TO ORDER

- Chairman Ed Vitone called the meeting to order 4:09 p.m.

APPROVAL OF AGENDA

- The only item on the agenda was to “Discuss the Library Room Use Policy.” Ed Vitone then asked Library Director Emily Donnelly to host the meeting.

Library Director Emily Donnelly handed to each trustee three reference documents:

- #1 *Some Questions to Consider* – from the Mid-Hudson Library System in New York State, via the New Hampshire State Library, via the Massachusetts Library System, which consisted of sixteen questions (Example: Why does the library have a meeting room? What is the primary purpose of the meeting room? How does the use of the meeting support the library’s mission? Etc.)
- #2 *Library Bill of Rights* which can be found in the latest edition of the intellectual Freedom Manual. (Example: Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individual or groups requesting their use. Etc.)
- #3 *Advocacy & Legislation* adopted by the ALA Council. (Example: Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the Library Bill of Rights states that such facilities should be made available to the public served by the given library “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” Etc.)

#4 *A Comparison of Changes* handout with eight questions:

- **Rooms:** To which library facilities does this policy apply?
- **Scheduling:** How are rooms reserved?
- **Liability:** Who is responsible for damage to group's property or persons?
- **Hours:** During which times may the rooms be reserved?
- **Application:** Who fills out the application?
- **Refreshments:** What consumables can be served?
- **Rental fees:** How much does it cost to reserve a room?
- **Acceptable uses:** What activities are appropriate in meeting rooms?

The trustees worked on Handout #4 for the remainder of the meeting. Each item on the list was discussed with everyone's input. After the discussion, Library Director Emily Donnelly gave each trustee a copy of the proposed "***Meeting Room Policy***" she compiled for the meeting.

After a lengthy discussion, the trustees made minor changes to the policy.

A motion was made by Candace Wright to accept the "Meeting Room Policy" subject to the changes and confirming the seating requirements from the Ashburnham Fire Chief and was seconded by Maggie Whitney. The vote was unanimous.

Library Director Emily Donnelly then handed the trustees the "***Facility Use Request Form***" for their review and discussion. Again, minor changes were made to the form and accepted by the trustees. No vote was necessary on this form.

As soon as the changes are made to these two forms, the "***Meeting Room Policy***" will be enforced and available at the "Library Circulation Desk."

A motion was made by Margaret Donovan to adjourn the meeting at 6 p.m. and it was seconded by Paula St. Laurent Kuehl. The vote was unanimous.

Respectively Submitted,

Maggie Whitney

Library Trustee Secretary